

Training and Travel

Purpose:

- A. To clarify the Victims of Crime Act (VOCA) Final Rule, 94.110, as it pertains to requests for travel and associated costs and
- B. To clarify 2 CFR 200.414 as applied to OHSJP awards under the Victims of Crime Act (VOCA), Violence Against Women Act (VAWA), and State Victims Assistance Program (SVAP) funds.

Federal Authority:

- A. Office for Victims of Crime (OVC) Final Rule for Victims of Crime Act (VOCA)
<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>
- B. Office on Violence Against Women (OVW) for Violence Against Women Act
<https://www.gpo.gov/fdsys/pkg/FR-2016-11-16/pdf/2016-25888.pdf>
- C. Executive Office of the President, Office of Management and Budget (OMB) Administrative Requirement, Cost Principles, and Audit Requirements for Federal awards located in Title 2 of the Code of Federal Regulations.

Scope and Affected Entities:

- A. All current and potential subgrantees of Victims of Crime Act (VOCA), Violence Against Women Act (VAWA), and State Victims Assistance Program (SVAP) funds.

POLICY 2017-007

I. Policy Statement

- A. To allow subgrantees to take full advantage of the opportunity to receive critical training as it improves and enhances their ability to provide services to victims while observing the federal guidelines and statutes that govern the funding, the SCOAG-VSG is changing the training and travel requirements for subgrantees of VOCA, VAWA, and SVAP funds.

II. Procedure

- A. Make sure that the line items for the training are already listed in the budget in GMIS.
- B. For any training that requires approval
 - 1. A training for which your agency wishes to receive reimbursement or,
 - 2. A training spending more than two hours of a grant-funded person's time
- C. The training must be approved by the OHSJP at least one week prior to the start of the training or travel to the training.
- D. Approval must be in the form of a submitted training approval request via GMIS and include the following elements:
 - 1. Full name of the training, location, and date(s)
 - 2. Estimated costs for each line item in the training approval request form
 - a) Lodging costs must be at or below the GSA rate.
 - b) <https://www.gsa.gov/portal/category/100120>
 - 3. Listing of all persons requesting to attend
 - 4. An itemized agenda listing times and meals provided
- E. After completing training, fill out a training summary form and submit to OAG-SCCVSD

III. Special Requirements pertaining to this policy

A. Training must be:

1. Appropriate and applicable to the scope of both the staff member's job duties and the project's goals and objectives
2. As close as possible to your agency's location
3. Evidence-based practice, if the training is for therapy training for clinicians.
4. within the project period* (No costs may be incurred outside of the project period)